

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Transportation Engineer Tech	OFFICE/BRANCH/SECTION D04/Transportation Safety/Traffic Signing	
WORKING TITLE TET – Signs Coordinator	POSITION NUMBER 2010-904-351-3175-002	EFFECTIVE DATE 05/01/2026

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the supervision of a Senior Transportation Engineer in the Office of Traffic Safety, the incumbent will assist in planning and performing all signing activities related to sign ordering, Signing Programs, and Traffic Safety Investigation. The incumbent will assist with general sign installation order requests.

**CORE COMPETENCIES:**

As a Transportation Engineer Tech, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Equity, Prosperity, Employee Excellence – Collaboration, Innovation, Integrity, People First, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence – Collaboration, Equity, Innovation, Integrity, Pride)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Pride)
- **Problem-solving and Decision-making:** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Enhance and Connect the Multimodal Transportation Network - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Innovation, Integrity, Pride)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Equity, Prosperity – Collaboration, Integrity, People First)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Pride)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Prosperity – Collaboration, Innovation, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Safety, Employee Excellence – Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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50%	E	Prepare and coordinate the Sign Installation Orders for Traffic Signing. Maintain Sign Records Procure signs and materials needed for implementation of safety and operation improvements. Administer and track shipments of road signs, panels, and hardware. Review of contract documents as required.
15%	E	Travel to businesses which have applied to the signing programs and conduct site inspections to assess compliance per California Code of Regulations and California MUTCD requirements.
15%	E	Coordinate regulatory law and policy changes and implementation. Conduct billing and receipt of invoice through division of accounting. Assist in design of signage. Assist in conducting traffic investigations. Provide responsive documents for legal interrogatories.
10%	E	Provide technical information over the telephone and via email at the request of other functional units, private citizens, and other public agencies.
10%	M	Coordinate statewide program operations. Attending training courses, provide formal or information training to others, participate internal and external teams and committees, and attend staff and safety meetings. Perform general office duties such as filing and organizing both electronic and hard-copy project files, scheduling meetings, making copies, and maintaining the office and field equipment

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position is non-supervisory. However, the incumbent will be assigned as a district sign coordinator providing routine or clerical authority over others.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have the following knowledge, skills, and ability:

Incumbent is expected to have knowledge of Caltrans road sign applications and requirements as specified in the California MUTCD. Must have the ability to analyze charts and graphs and understand written material included in the California MUTCD, regarding the proper installation of road signs. Incumbent must be able to drive a motor vehicle to and from the sign installation work site. Must be able to carry out verbal and written instructions, give verbal directions, and work with others. Must be familiar with the state and local road system of District 4.

The incumbent must possess a valid California Driver License.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Error in judgment or decision-making process could result in a poorly designed system, loss of needed projects, loss of time, funding and effort, additional work, exposure to tort liability and loss of credibility. Poor execution of the responsibilities will lead to incorrect development of investigations, which will result in a safety and operational problem to the traveling public. Improper implementation of Sign Programs could result in confusion for the motoring public and a loss of credibility for Caltrans. The most extreme error could result in a tort liability judgment against the State.

**PUBLIC AND INTERNAL CONTACTS**

Has daily contact with Caltrans staff in the District. The incumbent will represent the Office of Traffic Signing in meetings and contacts with other functional units within Caltrans and/or with other external agencies. The incumbent will have frequent and continual contacts with other Caltrans personnel, cities, counties, law enforcement, other public agencies, and the general public. The incumbent must have the ability to clearly communicate technical data in written form and verbally.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

**Physical Requirements:** The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform said essential functions. Employee may be required to sit for long periods of time using a keyboard, mouse, and video display monitor. Other physical requirements include but are not limited to climbing stairs, lifting/carrying objects without causing injury up to 25 lbs at a time (i.e., files, books, binders, plan sheets, etc.), twisting, stretching, bending, stooping, and kneeling.

**Mental Requirements:**

- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

**Emotional Requirements:**

- Good personal interaction skills and the ability to effectively deal with others in various situations. Must have the emotional ability to maintain a positive, customer service-oriented attitude. Resolve emotionally charged issues reasonably and diplomatically
  - Develop and maintain cooperative working relationships with all contacts.
  - Receptive to change, new information, and new situations. Deal with all contacts in a calm and respectful manner, maintaining composure in the face of confrontation and in highly charged emotional situations.
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### WORK ENVIRONMENT

The incumbent will be working both in individual and in group(s) settings, indoors in a climate-controlled office under artificial light majority of the time. This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites as needed to meet operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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